



District of Columbia Air National Guard

Dual Technician/AGR Announcement

Announcement Number: Tech 04-016/AGR 04-121



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED ON	OPENING DATE: 11 March 2004	CLOSING DATE: Open Until Filled
	Position Title, Series, Grade, Salary Range Medical Clerk (OA), 80281000 GS-0679-05 - \$26,990 - \$35,085 Maximum Military Rank: SSgt	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: 4A0XX, 4A1XX	
Position Location: 113 th Medical Sq, DCANG Andrews AFB, Maryland	Appointment Status [X] Excepted [X] Enlisted [] Officer [] Competitive	
AREA OF CONSIDERATION: TECHNICIAN: GROUP III (Individuals who possess the necessary qualifications to become military members in the DCANG) AGR: Current On-Board Permanent Change of Station: Relocation expenses only applies to AGR		
Special Remarks: http://dcng.ngb.army.mil/		
INSTRUCTION FOR APPLYING: This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. Applicant's application must contain current unit assignment, AFSC/SSI and military grade. All submitted documents must be current. <u>No binders please.</u> <u>If you are applying under the Technician Job Announcement the following documents are required:</u> 1.) OF612, SF171 or a Resume 2.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper. <u>If you are applying under the AGR Job Announcement the following documents are required:</u> 1.) NGB34-1, dated Oct 2002 2.) RIP (Report of Individual Performance) 3.) DD 214 4.) Weight Standard Letter 5.) KSA's - Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
Technician Employment Questions: SSgt Amanda Potts, Technician Staffing Specialist can be reached at 202-685-9780 or DSN 325-9780 or SPC Valarie Robinson, Human Resource Assistant at 202-685-9775 or DSN 325-9775.		
AGR Employment Questions: MSgt Stepfaine Bowman, AGR Staffing Specialist can be reached at 202-685-9772 or DSN 325-9772. CMSgt Kennetta Douglas, AGR Manager can be reached at 202-685-9770 or DSN 325-9770.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume and NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Technician Announcement Number: 04-016

AGR Announcement Number: 04-121

Position: Medical Clerk (OA), GS-0679-05, 80281000

Brief Description of Duties: Performs administrative duties utilizing DOD, USAF, and ANG regulations, policy requirements and standards. Provides technical assistance in administrative procedures in all areas of the medical facility. Prepares and publishes orders for personnel within the medical squadron. Performs administrative work in support of special projects or studies such as researching information, compiling data, formatting, and assisting in proofreading. Receives incoming correspondence, screens material, establishes suspense controls, and distributes to appropriate individual or work center. Types a variety of medical reports, correspondence, medical summaries and doctor notes. Schedules appointments and makes arrangements for times, participants, and locations of meetings. Prepares and maintains medical records. Reviews incoming records and performs administrative quality assurance checks in accordance with established directives. Prepares, maintains, files, safeguards and transfers medical records. Receives customers and answers telephone calls. Exercises judgement to determine the importance or urgency of inquiries that can be handled personally or must be referred to other staff personnel. Maintains medical claims log and processes medical claims in accordance with medical unit directives. Performs other duties assigned.

Qualifications: GS-05

General Experience Clerical: Performing progressively responsible clerical work such as: serving receptionist; recordkeeping duties; providing administrative support and customer service.

Specialized Experience:

Must demonstrate Six(06) months experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements-

- A. Knowledge of the clinic procedures and medical terminology for scheduling patient appointments, assembling patient charts, and releasing patient information.
- B. Knowledge of publications, forms management and medical reference library.
- C. Knowledge of the standardized medical records, procedures, methods, and requirements to perform a full range of medical records administrative assignments.
- D. Knowledge of the organization (medical) and its relationship to the parent organization.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**

This announcement must be posted on unit bulletin boards until the day following the closing date.